

2025 年 10 月高等教育自学考试全国统一考试

外贸英语写作

(课程代码 00097)

注意事项:

1. 本试卷分为两部分, 第一部分为选择题, 第二部分为非选择题。
2. 应考者必须按试题顺序在答题卡(纸)指定位置上作答, 答在试卷上无效。
3. 涂写部分必须使用 2B 铅笔, 书写部分必须使用黑色字迹签字笔。

第一部分 选择题

一、单项选择题: 本大题共 20 小题, 每小题 1 分, 共 20 分。在每小题列出的备选项中只有一项是最符合题目要求的, 请将其选出。

1. Either Jane's _____ Mary's typewriter needs to be repaired.
A. and B. or
C. nor D. but
2. _____ really knew the true story of the accident.
A. Few B. A few
C. Little D. A little
3. Some of the employees are indifferent _____ the quality problem.
A. for B. from
C. with D. to
4. The staff worked very hard _____ the target for the year.
A. meeting B. to be met
C. to meet D. being met
5. _____ they left the office, they finished the project.
A. Until B. If
C. After D. Before
6. The office manager usually _____ at the desk in the far end.
A. to sit B. sitting
C. sits D. sit

7. I'm sure it is _____ who usually answers the telephone.
A. her B. she
C. hers D. she's
8. Miami is larger than _____ in Florida.
A. any city B. other city
C. any other city D. the other city
9. Please direct my inquiry to _____ is in charge of quality control.
A. whoever B. whichever
C. whomever D. whatever
10. After _____ the manager in the hall, Sara told him about the phone call.
A. finding B. found
C. to find D. being found
11. I returned because I _____ to take my books.
A. forget B. forgot
C. has forgotten D. had forgotten
12. If business starts to improve, salaries will be _____.
A. increased B. dropped
C. decreased D. deepened
13. Our trading partner is _____ tough in the negotiation _____ it is unlikely to reach an agreement soon.
A. such; as B. so; that
C. such; that D. so; as
14. "Ouch, I think I have broken my toe."
"_____"
A. What's wrong? B. Be careful!
C. I am sorry to hear that. D. Take it easy.
15. It is essential for you to definitely tell us _____ you are able to deliver the ordered goods.
A. that B. when
C. which D. what
16. A manager urged the salespeople to go _____ on their jobs with confidence.
A. fourth B. forward
C. forth D. force

17. The board _____ not to continue the pollution-making project.
 A. have decided B. has been decided
 C. have been decided D. has decided
18. Some of the suggestions _____ probably familiar to you; others _____ health tips of which people are unaware.
 A. are; give B. is; gives
 C. are; gives D. is; give
19. A plan was offered to _____ employees in place of cost-of-living raises.
 A. we B. us
 C. ours D. me
20. My brother was taught to read by my mother, and similarly, _____.
 A. so was I B. I was so
 C. so I was D. so do I

第二部分 非选择题

二、改错题：本大题共 10 小题，每小题 2 分，共 20 分。下列每句各有一个错误，找出错误并改正。请将错误及改正写在答题卡（纸）上。

Example: Who's taking care the dog while you're away?

taking care → taking care of

21. Those type of box is not maintained in inventory.
 22. The delivery was delayed because rough weather.
 23. Dale enjoys to make business trips around the world.
 24. The secretary feels badly about the mistake.
 25. Mrs. Strong is responsible with hiring clerical personnel.
 26. Those whom exceed the standard performance quota will be rewarded.
 27. We will ship the goods within the week, unless that is satisfactory with you.
 28. The largest of the two will accommodate a 6-pound roast.
 29. Few of them is willing to share their good fortune.
 30. We wondered about him ordering so few office supplies.

三、造句题：本大题共 10 小题，每小题 1 分，共 10 分。用所给的词和短语写出符合逻辑的句子。

31. make a decision/carefully/our/before/consider/you/strained/financial condition
 32. training animals/more dangerous than/for instance/jobs/truck driving/there are
 33. a travel allowance/employees/the office/they receive/live/if/ far away from
 34. last week/this copy/identical with/is/you bought/the ones
 35. many compliments/his speech/received/on/the business manager
 36. we/to hold all shipments/do not know/a directive/have received/I/although/why
 37. your employees/are/vacation days/to be reported/taken by/ten days/ in advance
 38. will determine/list of qualification/its/for new employees/the personnel office
 39. to find out/the sales representative/is performing/how well/is eager/the promotion team
 40. running a loss/are/as many/making a profit/as/of enterprises/are

四、标点改错题：本大题共 10 小题，每小题 1 分，共 10 分。下面每句都有一个标点符号错误，该用标点处未用标点或标点符号用错。补写标点或改正错误标点，将其与前面的一个单词一起填写在答题卡（纸）上。

Example: A. What a nice present you gave me.

me!

B. You think you are right don't you?

right,

41. "Are you sure you've finished" she asked.
 42. Investors' expectations are high therefore, competitive bidding is brisk.
 43. There is only one way out left for the minister: resign.
 44. Yes I think I would like a new green car like that one.
 45. Stallions yield the highest prices; but mares can be expensive.
 46. Ouch. I think I've broken my toe.
 47. Mr. Daw dictated, "Dear Mr. Dun"; but his secretary transcribed, Dear Mr. Fun.
 48. Don't you think it would be a good idea to call Mrs. Taylor.
 49. I think that your answer is totally wrong!
 50. Mr. Scott paid his license fees before the due date that is, August 1.

五、备忘录写作题：本大题共 1 小题，每小题 15 分，共 15 分。按要求写一份 50 个单词左右的备忘录。

51. You are Martin Smith, an account supervisors of an accounting company. Your company has decided to begin advertising for business for the first time. Write a memo to the new advertising director:

1. Telling him that you will be glad to meet with him;
2. Informing him that you will discuss the new advertising program with him;
3. Suggesting the time and the place of your meeting.

六、信函写作题：本大题共 1 小题，每小题 25 分，共 25 分。按要求写一封字数为 130-150 个单词左右的信函。

52. 你叫李华，杂志社销售经理。杂志社新近推出 THE GLOBE 周刊亟需向读者推广销售。请写一封推销信，包括以下内容：

1. THE GLOBE 杂志的优势。
2. 杂志推广期间优惠：一期仅需 1.5 美元。
3. 随信附寄订购意向表，寄回即可享受两期免费杂志。

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